

# **PNW Center Managers Committee**

## **2014/2015 Task Group – Contract Resources**

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### **Task Group Members:**

Theresa Youmans (OR-JDIDC), Valerie Reed (OR-COC), and Megan Teaford (WA-CWC)

### **Task Group Parameters:**

The objective of the task group is to update and revise existing documents as they relate to dispatching & ROSS data entry for Federal contract resources in the Pacific Northwest and to explore and provide alternatives for standard naming conventions for BPA resources such as Rental Vehicles and Computers. Draft documents will be provided to the PNW CMC for review and approval.

### **Existing Documents:**

National guidelines exist for determining proper naming conventions and dispatch procedures for resources, however, there is some flexibility within the national guidelines to accommodate the needs of different geographic areas and/or dispatch centers. The revised/updated documents need to be readily available and posted to a shared web site.

The documents that will be addressed are:

- 1) 11/14/2014 Decision Document for which PNW VIPR resources will be entered into ROSS as a resource item and status procedures for those resource items.
- 2) 2009 PNW Contract Resource SOP
- 3) 2012 Agreement Resource Ordering Guide - Draft

Once a decision is reached on a standard naming convention for Rental Cars and Computers it will be added to the updated documents.

### **Task Group Findings and Recommendations:**

- 1) Revise and Post the following documents on the NWC web site:
  - (A) 11/14/14 CMC Decision Document;
  - (B) Link to the National SOG for Contract Resources;
  - (C) PNW Contract Resource SOP (spreadsheet);
  - (D) PNW Contract Typing Guide (spreadsheet);
  - (E) Sample Contractor Status Letter;
  - (F) Contractor “how to NAP” Guide;
  - (G) Contractor “how to ROSS self- status;
  - (H) Suggested ROSS Fill Format for Rental Vehicles
  - (I) Suggested ROSS Fill Format for Rental Computers
- 2) Remove obsolete “2009 PNW Contract Resource SOP”